



# City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, California 90254-3884

## PRE DEMOLITION MEETING PROCEDURES

Starting on January 1, 2014, the City of Hermosa Beach requires the following steps to be taken prior to our issuing a permit for demolition in conjunction with any project where 50% or more of the existing structure is to be demolished.

This effort is being made to reduce complaints from adjacent neighbors and help the project move forward in a more peaceful and timely manner than is sometimes the case.

1. Neighbor notification – the Owner or Primary Contractor must issue a letter to all buildings within 100' of the job site. The letter must be issued at least five days before any demolition is undertaken and must include; type of work to be done, date of work start, names and contact numbers for the Owner and Builder, demolition contractor and shoring contractor as applicable. Please also include my name and contact information, and inform the recipients of the letter that you will meet with them on a specific day prior to commencing demolition.
2. It is **STRONGLY ADVISED** that the Owner/Contractor bring a video recorder to the site on the day and time specified in the letter for the meeting. I will attend as well and will walk the adjacent properties with you while you video their condition at that time.
3. I will inform you and the neighbors of the following: construction hours, mesh screening required on construction fencing and scaffolding, prohibitions against blocking the street or driveways, and the penalties for violation.
4. I will also review the City code regarding damage to adjacent property, and be there to answer questions from neighbors and project representatives alike.

Thanks,

*Bob Rollins*

Building/Code Enforcement Official  
310-318-0235